

CYCLE 1: Action Steps	Prioritized Essential Action	Start Date/End Date	Resources Needed	Person(s) Responsible	Evidence used to Determine Progress toward Action Step (May be requested by Specialist)	Evidence Collection Date
Instructional Leadership Team will communicate utilizing the daily mastery objective and using exit tickets to determine mastery of Texas Knowledge and Skills, as our core campus expectation for simultaneous learning during cycle one. Instructional Leadership Team will provide feedback to teachers that supports learning daily mastery objective and that utilizes best practices for both in person and virtual learning.	5.1	9/8/20 to 11/30/20	Lesson template, exit tickets, Houston Independent School District planning materials	Appraisers	lesson plans & feedback	11/30/20
Instructional Leadership Team will create a lesson plan rubric aligned to "Smith Elementary School" lesson plan look for as well as Teacher Appraisal and Development System expectations. Rubric includes expectations for 3-part mastery objectives and English Language Proficiency Standards integration.	5.1	10/16/20 to 11/20/20	Lesson plan rubric	Appraisers	Lesson plan rubric	11/30/20
Instructional Leadership Team will share tool with teachers and provide examples and non-examples.	5.1	10/16/20 to 11/2/20	Lesson plan exemplars	Appraisers	Professional development artifacts (agenda, sign in, presentation)	11/2/20
Instructional Leadership team will require teachers to turn in weekly lesson plans by Wednesday of each week.	5.1	9/8/20 to 11/30/20	Microsoft Outlook calendar and lesson plan submission procedure	Appraisers	Cloud receipt of turn ins on weekly basis	11/30/20
Instructional Leadership Team will provide feedback to all lesson plans, through use of the rubric, to all teachers by end of day, Thursday. Teachers would then be expected to make changes to lesson plans by Friday end of day. Instructional Leadership Team would review lesson plans to ensure changes had been made prior to Monday instruction.	5.1	9/8/20 to 11/30/20	Microsoft Outlook email, Lesson plan rubric, Microsoft Teams grade level file	Appraisers	Lesson plan feedback email examples	11/30/20
Special Education Teachers will participate in planning with general education during grade level professional learning community sessions. Resource teachers will be responsible for (1) modifying grade level exit tickets, (2) ensuring same sentence stem is utilized in all settings, and (3) previewing/reviewing key lesson vocabulary.	5.1	10/19/20 to 11/30/20	Professional Learning Community agenda, Houston Independent School District planning materials, lesson plan rubric	Special Education Chairperson, Teachers	Observation of lessons, PLC agenda minutes and sign in	11/30/20
Appraisers provide feedback to teachers through Teacher Appraisal and Development System on a weekly or bi weekly basis in the areas of Planning criteria, PL-3 and Instructional criteria, I-1.	5.1	11/2/20 to 11/20/20	Teacher Appraisal and Development System	Appraisers	Teacher Appraisal and Development System excerpts	11/20/20
Principal delivers time management professional development	1.1	11/2/20 to 11/30/20	Time Management Article	Principal	Microsoft Outlook calendar, Leadership Team meeting agenda and minutes	11/30/20
Principal issues written feedback to all members of Instructional Leadership Team regarding the alignment and timeliness of their feedback to appraisees.	1.1	11/2/20 to 11/20/20	School Leadership Appraisal System coaching tool	Principal	School Leadership Appraisal System coaching documentation	11/20/20
Appraisers review Teacher Appraisal and Development feedback and determine teachers in need of required support.	1.1	11/2/20 to 11/20/20	Teacher Appraisal and Development System monitoring tool	Principal	Teacher Appraisal and Development System coaching tool	11/20/20
Instructional Leadership Team initiate Prescriptive Plan of Action for teachers in need of required support in the Teacher Appraisal and Development areas of Instruction, I-1 and PL-3.	1.1	11/20/20 to 11/30/20	PCIM- provided materials	Principal	Teacher Appraisal and Development System coaching tool	11/30/20
Instructional Leadership Team will identify teachers in PL-3 and I-1.	1.1	9/8/20 to 11/2/20	Teacher Appraisal and Development System system	Principal	Teacher Appraisal and Development System coaching tool	11/2/20
Exit tickets aligned to the 3-part mastery objective visible inside lesson plan materials and checked for fidelity. Feedback is provided to teachers for whom exit tickets are not readily available.	5.3	9/8/20 to 10/31/20	Lead4Ward materials	Principal	Copies of lesson plan with exit tickets included	10/31/20
Exit tickets will be given at the end of each lesson. Exit tickets for priority Texas Essential Knowledge and Skills will be utilized for campus student achievement data tracking.	5.3	9/8/20 to 11/30/20	Lesson template, exit tickets, Houston Independent School District planning materials	Teachers	Exit ticket data	11/30/20
Teachers, including Special Education teachers, will receive training about sentence stem and key vocabulary "look fors" within the lesson cycle from their appraiser and will receive informal feedback from appraisers.	5.1	11/2/20 to 11/6/20	Lesson template, exit tickets, Houston Independent School District planning materials	Special Education Chairperson, Teachers	Professional Learning Community Presentation/ Sign In/Minutes/Agenda	11/6/20
Appraisers will ensure teachers/ students, including Special Education teachers/students, utilize sentence stems (Teacher Appraisal and Development System Instruction Criteria, I-3) , including key lesson vocabulary (Teacher Appraisal and Development System Instruction Criteria, I-6) during each lesson. Teachers will receive feedback from appraisers during every walkthrough/observation within Teacher Appraisal and Development System.	5.1	9/8/20 to 11/30/20	Teacher Appraisal and Development System Rubric	Appraisers	Teacher Appraisal and Development System appraisal documents	11/30/20

CYCLE 2 Action Steps	Prioritized Focus Area	Start Date/End Date	Resources Needed	Person(s) Responsible	Evidence used to Determine Progress toward Action Step (May be requested by Specialist)	Evidence Collection Date
Instructional Leadership Team will provide feedback of implementation to tier one instruction with assigned teachers. Instructional Leadership team will pull exit data as part of the observed lesson.	5.1	09/08/20 to 2/28/21	Lesson Plans, Teacher Appraisal and Development System Rubric, Exit Ticket Data	Appraisers	Exit Ticket, Evidence Observed from Teacher Appraisal and Development System Criteria and Indicators	Progress Conference Date
Instructional Leadership Team will provide accurate written feedback to PK-1 teachers lessons at least 48 hours prior to lesson execution. Feedback on the lesson plan will address elements in the lesson plan rubric. Additionally, lesson plans will include a visual of the exit ticket that will be delivered to students.	5.1	09/08/20 to 2/28/21	Lesson Plans, Teacher Appraisal and Development System Rubric, Exit Ticket Data	Appraisers	Lesson Plans, Teacher Appraisal and Development System Rubric	12/16/2020
Teachers' lesson plans in all grades, PK-5, will include 3-part mastery objective leading towards mastery of TEKS. Teachers will be identified by identified TADS criteria in PL-3 and I-1 for designated supports. By December, teachers who are categorized as 1 or 2 in TADS PL-3 and I-1, will be meet with leaders weekly to ensure accurate and effective lesson plans.	5.1	12/1/20 to 2/28/21	Lesson Plans, Teacher Appraisal and Development System Rubric, Exit Ticket Data	Teachers, Appraisers	Lesson Plans, Teacher Appraisal and Development System Rubric	12/16/2020
Teachers will plan 1st contingency emergency lesson plans for intermittent closures.	5.1	10/15/20 to 2/28/21	Lesson Plans, Teacher Appraisal and Development System Rubric, Exit Ticket Data	Teachers, Appraisers	Lesson Plans, Teacher Appraisal and Development System Rubric	12/1/2020
Teachers will teach students how to log into specific technology apps that will be used virtually, as well as, use of the HUB and OnTrack use in preparation of intermittent closures.	5.1	10/15/20 to 2/28/21	Technology Applications: On Track, HUB, Its Learning Platform for Houston Independent School District, Peardeck technology applications	Teachers	Observation of Lesson Embedded into Lesson Plans; Observation of Lesson	12/1/2020
Leaders and Career Pathway teachers will create campus wide trackers for daily mastery objective exit tickets. The exit tickets will drive do nows. These trackers will be content specific for: Reading, Writing, Math, and Science.	5.3	11/1/20 to 2/28/21	Sample Student Data Trackers, Excel	Leaders, Career Pathway Teachers	Campus-wide Trackers in Place for All Grades & Contents	12/1/2020
Leaders and Career Pathway teachers share trackers with teachers and model how to utilize trackers during daily lessons.	5.3	11/1/20 to 2/28/21	Student Data Trackers	Leaders, Career Pathway Teachers	Professional Learning Community Agenda, Minutes, Presentation	2/28/2021
Students will review their own data from exit ticket and from formative assessment, such as snapshots. .	5.3	11/1/20 to 2/28/21	Student Data Trackers, Exit Tickets	Teachers	Student Data Trackers	2/28/2021
Exit tickets will be provided to students, and teachers will track exit ticket data at a classroom level through use of campus wide tracker.	5.3	11/1/20 to 12/30/20	Exit Tickets, Campus-wide Tracker	Teachers, Appraisers	Data available through campuswide trackers and OnTrack	12/30/2020
Teachers will use tracker to identify small group and will reassess prior to upcoming snapshots.	5.3	12/1/20 to 2/28/21	Small Group Data Binder	Teachers, Appraisers	Small Group Data Placed in Binder Available for Appraisers at All Times	2/28/2021
Teachers will receive initial feedback on Teacher Appraisal and Development, Planning criteria, PL-2 based on use of exit ticket.	5.3	12/1/20 to 1/31/21	Teacher Appraisal and Development system	Teachers, Appraisers	Teacher Appraisal and Development System appraisal	1/31/2021
Leaders will receive 1 formal observation prior to end of cycle 2, as well as, weekly informal feedback from principal. School Leader Appraisal System criteria will be utilized.	1.1	12/1/20 to 1/31/21	Non-Teacher Appraisal and Development System, School Leader Appraisal Systems	Principal	Non-Teacher Appraisal and Development System/School Leader Appraisal System appraisal system	1/31/2021
Beginning December, leaders will collect and share grade level/content data for attendance, Special Education, grades, Response to Intervention, Special Population data, and achievement data during leadership meetings.	1.1	12/1/20 to 12/16/20	Student and Campus Data Trackers	Principal	Leadership agendas/minutes	12/16/2020
All teachers in grades Pre Kindergarten through fifth grade will receive 1 formal walkthrough and 1 formal observation prior to February 1.	1.1	11/2/20 to 2/1/21	TADS System	Principal	Teacher Appraisal and Development System appraisal documents	2/1/2021
Principal will provide professional development for time management and will embed time during leadership meetings to discuss and prioritize instruction in leaders' calendars.	1.1	12/1/20 to 12/16/21	Professional Development Article, Calendar Exemplars, Outlook Calendars	Principal	Leadership agenda/minutes	12/16/2020
70% of leadership team time will be designated for coaching and feedback. Leaders will utilize the Microsoft Outlook calendar to prioritize observation and feedback. This includes ensuring half of their caseload for appraisals is spent in the classroom coaching and providing feedback.	1.1	10/15/20 to 11/15/20	Microsoft Outlook Calendar	Principal	Microsoft Outlook Calendars	11/15/2020
Teachers, including Special Education teachers, will receive training about the Check for Understanding strategy called "Stop, Jot, and Write" within the lesson cycle from their appraiser and will receive informal feedback from appraisers.	5.1	12/1/20 to 12/16/20	Lesson Template, Exit Tickets, Houston Independent School District Planning Materials	Teachers, Appraisers	PLC Presentation/ Sign In/Minutes/Agenda	12/16/2020

Appraisers will ensure teachers/ students, including Special Education teachers/students, will receive feedback about the Check for Understanding (I-2) strategy called "Stop, Jot, and Write". Teachers will receive feedback from appraisers during every walkthrough/observation within Teacher Appraisal and Development System.	5.1	12/16/20 to 2/28/21	Teacher Appraisal and Development Rubric	Teachers, Appraisers	Teacher Appraisal and Development System appraisal documents	2/28/2021
CYCLE 3 Action Steps	Prioritized Focus Area	Start Date/End Date	Resources Needed	Person(s) Responsible	Evidence used to Determine Progress toward Action Step (May be requested by Specialist)	Evidence Collection Date
Leaders will now expand the review and tiering of teachers based on Teacher Appraisal and Development System Planning criteria, PL-3 and Instruction criteria, I-1 to include teachers of Prekindergarten, Kindergarten, and first grade.	5.1	3/1/21 to 4/1/21	Teacher Appraisal and Development System Teachers Scores for Criteria PL-3 and I1	Appraisers	Teacher Appraisal and Development System Data	4/1/21
Leaders will provide differentiated support to identified teachers and will plan weekly to ensure objective drive and aligned lesson are created prior to delivery.	5.1	3/1/21 to 4/1/21	Teacher Appraisal and Development System	Appraisers	Leader Weekly at a Glance, Teacher surveys	4/1/21
During planning, teachers and leaders will identify and/or create designated supports to model for students during tier I instruction.	5.1	3/1/21 to 4/1/21	Houston Independent School District planning guides and resources, lesson plans, designated support manipulatives	Teachers, Appraisers	Lesson plans	4/1/21
All teachers will deliver effective and aligned tier I lessons designed during professional learning communities. Effectiveness will be identified through at least 80% mastery on the exit ticket provided for assessment.	5.1	3/15/21 to 5/30/21	Exit Ticket Trackers, On Track Data	Teachers, Appraisers	Exit Ticket Student Performance Data	5/30/21
Teachers will track daily mastery objectives through daily data trackers daily with consistency and will provide exit tickets, tracked through On Track, at designated times within the content unit.	5.3	3/15/21 to 5/30/21	Exit Ticket Trackers, On Track Data	Teachers, Appraisers	Exit Ticket Student Performance Data	5/30/21
Teachers and leaders will identify and/or create designated supports for students to utilize during all assessments.	5.3	3/1/21 to 4/1/21	Exit Ticket data, formative assessments	Teachers, Appraisers	Exit Ticket Student Performance Data	4/1/21
Teachers will categorize students for re-teach and intervention based on exit ticket data and will implement small group instruction based on needs	5.3	3/15/21 to 5/30/21	Exit Ticket Trackers, On Track Data	Teachers, Appraisers	Exit Ticket Student Performance Data	5/30/21
Leaders will observe small group instruction and provide feedback using a campus-made small group instruction rubric.	1.1	3/15/21 to 5/30/21	Teacher Appraisal and Development System Rubric, Lesson Observations	Principal	Exit Ticket Student Performance Data	5/30/21
Teachers, including Special Education teachers, will receive training about the best ways to use anchor charts, including a scaffolded approach for ELs. Teachers will receive informal feedback from appraisers.	5.1	3/15/21 to 5/30/21	HISD Planning Guides, Anchor Chart Best Practices	Teachers and Leaders	Observation, Teacher Appraisal and Development System system, Professional Learning Community minutes and sign in sheets	5/30/21
During planning, teams will create scaffolded anchor charts for English as a Second Language implementation.	5.1	3/15/21 to 5/30/21	Lesson template, exit tickets, Houston Independent School District planning materials	Teachers, Appraisers	Teacher Appraisal and Development System Appraisal Documents	5/30/21
Appraisers will ensure teachers/ students, including Special Education teachers/students, will receive feedback about the use of anchor charts, Teacher Appraisal and Development Instructional criteria, I-6: teaching content and I-3: differentiation, including the look fors presented in Professional Learning Community. Teachers will receive feedback from appraisers during every walkthrough/observation within Teacher Appraisal and Development System.	5.1	3/15/21 to 5/30/21	Teacher Appraisal and Development System Rubric, Lesson Observations	Appraisers	Teacher Appraisal and Development System Appraisal Documents	5/31/21
General education teachers will continue to collaborate with Special Education teachers during Professional Learning Community. During planning, teams will identify scaffolded activities for tiered workstations.	5.1	3/20/21 to 5/30/21	Lesson Template, Exit Tickets, Houston Independent School District Planning Materials	Teachers, Appraisers	Teacher Appraisal and Development System Appraisal Documents	5/31/21